

**COMMUNITY COLLEGE COUNCIL (CCC) MEETING NOTES**  
**Wednesday, January 18, 2017 -- 3:30 – 5:00 PM**  
**Iowa Department of Education – ICN Room**

Those in attendance included:

- ❑ Linda Allen, President, Hawkeye Community College, and CCC Member (via conf. call)
- ❑ Michael Bearden, CCC and State Board of Education Member
- ❑ Bettie Bolar, CCC and State Board of Education Member (via conf. call)
- ❑ Barbara Burrows, Chief, Bureau of Community Colleges
- ❑ Joe Collins, Education Program Consultant, Bureau of Community Colleges
- ❑ Alex Harris, Administrative Consultant, Bureau of Community Colleges
- ❑ Michael Knedler, CCC and State Board of Education Member
- ❑ Mary Ellen Miller, CCC and State Board of Education Member
- ❑ Moudy Nabulsi, Trustee, Southeastern Community College, and CCC Member (via conf. call)
- ❑ Paula Nissen, Education Program Consultant, Bureau of Community Colleges
- ❑ Steve Ovel, Legislative Consultant, Iowa Association of Community College Trustees (IACCT)
- ❑ Eric St Clair, Consultant, Bureau of Career and Technical Education
- ❑ Jeremy Varner, Administrator, Division of Community Colleges and Workforce Preparation
- ❑ Stephanie Weeks, Division of Community Colleges and Workforce Preparation
- ❑ Michael Williams, Education Program Consultant, Bureau of Community Colleges

**I. Welcome and Introductions—Mike Knedler, Chair**

Chair Knedler called the meeting to order at 3:30 PM. Members and presenters introduced themselves.

**II. Approval of Meeting Notes—Michael Knedler**

Chair Knedler asked for approval of the notes from the November 15, 2016, meeting of the CCC.

**Motion:** Moudy Nabulsi moved and Bettie Bolar seconded to approve the meeting notes.

**Vote:** The motion carried unanimously.

**III. Division Updates—Jeremy Varner**

**A. Division Staffing and Bureau of CTE Reorganization**

Jeremy reported that we have two new recent hires within the division.

Career and Technical Education (CTE)/Adult Education Literacy (AEL) Data Analyst: Dan Li joined the division on January 4th. She comes to us from Iowa State University where she is completing doctoral studies in the School of Education with a specialization in literacy education and quantitative research methods - making her exceptionally qualified to serve as a data analyst and researcher working with AEL and CTE programs. While in graduate school, Dan served as a research assistant for Iowa State University's Research Institute for Studies in Education (RISE) conducting research and evaluation of

programs. She also has four years of teaching experience in postsecondary institutions and, last year, received a Teaching Excellence Award. Prior to pursuing her Ph.D., she worked in the Student Affairs Office in the School of Foreign Language at Chongqing University in China. Dan's experience with preparing peer-reviewed research products, student affairs, and teaching have equipped her with excellent communication and research skills that will serve our division well.

Sector Partnerships Education Program Consultant: Joe Collins joined the division on January 13th. Joe came to us from Indian Hills Community College where he was a training facilitator for Promise Jobs at the Workforce Development Center in Des Moines. He has extensive experience with social service and corporate training that prepare him for the role of providing leadership for sector partnership implementation. Joe has a master's degree in Adult, Continuing, and Occupational Education from Kansas State University, as well as undergraduate degrees in Marketing/International Business and Spanish from Iowa State University. Through his work and volunteering, Joe has a clear passion for building career pathways and serving Iowans with barriers and diverse needs.

Like the community colleges, the Department is facing significant mid-year budget cuts on top of the cuts we had going into this year; we are holding a position vacant and trimming expenses anywhere possible. Without increases and costs rising over time, sustaining the work is becoming increasingly challenging.

## **B. 2017 Legislative Session**

1. The major issue this session is funding, including the proposed mid-year budget cuts and proposals for FY 2018 and 2019. The Governor has recommended an \$8,703,601, or a 4.3 percent, cut in community college state general aid (SGA) to \$195,587,004 for FY 2017. The Governor also recommended FY 2018 and FY 2019 SGA of \$199,694,066 and \$203,861,594, respectively (basically two percent year each year after the 4.25 percent cut – so less than the original FY 2017 appropriation in FY 2019. The Governor's recommendation for the Iowa Skilled Worker and Job Creation Fund is to maintain the current funding of \$40,300,000 for FY 2017 through FY 2019.
2. The Department has one pre-filed bill related to high school equivalency diplomas (HSEDs). The big idea here is that, for many decades, Iowa has had only one pathway to a HSED – an assessment (previously GED, now HiSET). Some other states, including Wisconsin and Minnesota, have multiple options for students to demonstrate competency in core areas equivalent to a high school diploma beyond the traditional assessment to serve students' varied needs. This summer, the Department convened a HSED Task Force to explore this question and make recommendations. The task force consisted of representatives of CAOs, continuing education deans, adult education programs, organized labor/apprenticeship, business community, Goodwill Industries, Central Iowa Works, IWD, DHS refugee programs, and the United Ways of Iowa, which provided notable support.

The task force found that other options with equal rigor would better meet the needs of many adult students. The full report is expected to be released this week with

recommendations for a credit hour based option (adult diploma), retroactive awarding upon attainment of an associate degree, and exploration of other options. The recommendations do not impact credit recovery where community college courses may be applied toward a diploma awarded by a student's high school. The Department bill has been distributed and provides the State Board of Education (SBE) with authority to adopt other pathways and standards for them. If it passes, the Department would draft administrative rules establishing pathways and standards for the SBE's consideration. The HSED Task Force recommendations will be a proposed topic at the March 29 CCC meeting which will include presenters Renee Miller from United Way; and Alex Harris, State AEL State Director.

#### **C. Sector Partnership Leadership Council (SPLC)**

The [Sector Partnership Leadership Council](#) (SPLC) met on January 12th. Sector partnerships are a key mechanism for how Iowa aligns its regional talent pipelines to meet the Future Ready Iowa (FRI) goal. The council reviewed recent progress and identified next steps including: exploring energy industry career pathway development, reassessing the current state of sector partnerships, development of additional toolkits, networking the cadre of trained sector partnership facilitators, exploring a facilitator certification process, developing an online repository of resources, and ensuring integration of this work with Future Ready Iowa planning. New Department staffing (Joe Collins) will be supplemented by contract support from Sue Gibbons (formerly of DMACC) who has extensive experience doing this work in central Iowa.

Work with the Council of Adult and Experiential Learning (CAEL) on information technology (IT) sector partnerships is wrapping up. CAEL worked closely with the Technology Association of Iowa to enhance the five existing IT sector partnerships and facilitate the development of a new one in Waterloo. The group also conducted facilitator training (recorded training can be found [here](#)) and supported the launch of the SPLC.

#### **D. Future Ready Iowa (FRI) Alliance**

Work of the FRI Alliance is underway and a charge of developing a strategic plan for how Iowa hits its goal of 70 percent by 2025 will be ready by October 31, 2017. Several subgroups are meeting, including one chaired by Director Wise and three chaired or co-chaired by community college presidents. <http://www.futurereadyiowa.gov/future-ready-iowa-alliance>

#### **E. Secondary Career and Technical Education (CTE) Redesign Implementation**

The implementation of the secondary CTE redesign is continuing with CTE regional planning partnerships (RPPs) being convened around the state. An [18-page implementation status report](#) was provided to the legislature providing an overview of the law, the rules adopted to implement the law, and the status of the implementation.

With administrative rules nearly in place, the Department is focusing its efforts on providing extensive guidance and technical assistance. We've released a bylaws template and have a raft of documents expected to be released in coming weeks (e.g., individual

career and academic plan guidance documents, a general overview guidance document, regional CTE data summaries, regional labor market information summaries, advisory committee guidance, accounting procedures, strategic planning guidance, program review and approval guidance). We expect all RPPs to be convened by the end of March. As they adopt bylaws, they will apply for approval, and then have access to resources on a reimbursement basis.

Mary Ellen Miller indicated that she had attended a RPP meeting in Fairfield in December and was quite impressed with the discussion and knowledge of the group; she also noted that there were not many industry-related people in the meeting that day. Mike Knedler said he also attended a RPP meeting last month that Pradeep chaired and the people in the audience were very interested and engaged.

**IV. Iowa Association of Community College Trustees (IACCT) Update—Steve Ovel (on behalf of MJ Doan)**

Budget Update: Steve Ovel reported that the most important issue is the \$8.7M cut; a 4.3 percent cut for Iowa’s community colleges. This is a challenging time for institutions of higher education. The last time we had this kind of cut, was in 2009. By 2019, we will be \$500,000 below where we are today. This is a long-term structural problem. The stance is to remain positive and we will have to really go to work in 2018.

Future Ready Iowa (FRI): Four community college presidents are involved in FRI, as Jeremy stated earlier. Our community colleges will play a strategic role. The Governor has a \$10M investment and plans to have FRI implemented by 2019. We are monitoring skilled workers closely.

The Kibbie Grant (Iowa Skilled Workforce Shortage Tuition Grant) is funded from gaming revenues. These programs have a high level of protection. There is a \$66M cap and \$450M is from gaming.

**V. Rules: Chapter 24—Community College Accreditation (Adopt)—Jeremy Varner**

Jeremy indicated that these amendments update accreditation standards for Iowa’s community colleges. Included is the alignment of faculty standards in 281 Iowa Administrative Code (IAC) chapter 24 with those of the Higher Learning Commission (HLC), the regional accrediting body for Iowa’s community colleges. There is also established a statewide task force to develop procedures and guidelines to ensure ongoing compliance with HLC standards. A public hearing was held on January 6, 2017. No one attended the hearing and no public comments were received. The rules are nearly identical to the rules noticed.

Bettie Bolar inquired about the change in wording of the rules on the bottom of page 3 in regard to replacing “Recent and relevant” with “Relevant tested.” Barb Burrows explained that this change is simply to align with HLC terminology.

Chair Knedler asked why it is necessary to have a Faculty Standards Council per letter “c” on page 6 of the rules. Jeremy explained that certain things require additional discussion. The Faculty Standards Council will establish a set of expectations. He also asked about the due

date of September 1, 2017, on the bottom of page 5 (last paragraph), in regard to the transition period. Jeremy replied that HLC's revised criteria will become effective on September 1, 2017. Barb also reported that after September 1, 2017, our accreditation standards will also be enforced. Faculty members that are discovered to be non-compliant will be given 90 days to develop a plan to reach compliance or cease to teach certain courses.

**Motion:** Linda Allen moved and Moudy Nabulsi seconded to move that the CCC recommend to the State Board to adopt the amendments to Chapter 24 rules.

**Vote:** The motion carried unanimously.

#### **VI. Rules: Chapter 46—Career and Technical Education (Adopt)—Jeremy Varner**

The General Assembly, in House File (HF) 2392, significantly amended Iowa Code dealing with vocational education programs, renaming it career and technical education and work-based learning programs. Division II of HF 2392 (Iowa Acts Chapter 1108), which the proposed Chapter 46 implements, was based upon the recommendations of the Secondary Career and Technical Education Task Force.

The proposed Chapter 46 grants the State Board authority to adopt standards for career and technical education service areas, regional secondary career and technical education planning partnerships, career academies, regional centers, and more. The proposed chapter establishes revised career and technical education service areas and aligns nationally-recognized career clusters to each service area. The proposed chapter also establishes a program approval and regular review process, through which all secondary career and technical education programs will be approved and regularly reviewed.

A public hearing was held on January 6, 2017. Thirteen (13) people attended the public hearing. Fifteen (15) public comments were received. Almost all of the public comments spoke to the underlying statute, Iowa Acts chapter 1108, or to future implementation of that statute. The rules are nearly identical to the rules noticed. The only changes are technical or clarifying in nature as suggested by the Legislative Services Agency.

**Motion:** Mary Ellen Miller moved and Bettie Bolar seconded to move that the CCC recommend to the State Board to adopt new Chapter 46, Career and Technical Education, and rescind Chapter 46, Vocational Education Programs, and Chapter 47, Career Academies.

**Vote:** The motion carried unanimously.

#### **VII. Iowa Central Community College (ICCC) Interim Accreditation Report—Barbara Burrows**

Barb Burrows presented this report and indicated that it is an interim review of ICCC for continued state accreditation as an associate degree-granting institution. The Department conducted the on-site portion of the evaluation on November 14-15, 2016. ICCC is accredited by the Higher Learning Commission (HLC), a commission of the North Central Association. The state accreditation process reviews state requirements, but does not duplicate the HLC process. However, HLC documentation is reviewed during the visit to identify any concerns

that may need follow-up. State standards are reviewed through a structured process by department staff and community college peer reviewers.

She also reported that ICCC feels like a small liberal arts college and with a collegial campus that is welcoming and well-maintained. However, there were a few issues, one in particular regarding strategic planning. Also, based on the DE team's initial review of randomly selected faculty members' qualifications, it was determined that six instructors did not meet state minimum faculty standards for some of the courses they taught in FY 2016.

Details of each of these findings were shared with ICCC's CAO and accreditation liaison for further review of internal documentation. On December 2, 2016, the DE review team received follow-up communication from the CAO regarding the six instructors. Sufficient documentation was provided to resolve concerns regarding one instructor. Additionally, it was stated that three of the instructors will no longer teach the courses in which qualifications were not documented. The remaining two concerns, dealing with instructors who teach both CTE and transfer courses, have not been sufficiently resolved and will require follow-up communication between the DE accreditation team and ICCC's academic administration.

To address these issues, ICCC will: (1) communicate with the DE by March 15, 2017, regarding the two unresolved faculty members; (2) submit a plan to the DE by June 1, 2017, outlining procedural changes to their faculty qualifications review process to ensure these instances of non-compliance do not occur in the future; and (3) participate in a one-day follow-up DE visit in November 2017, to review the personnel files of a randomly selected set of 15 faculty members to ensure the college is following their plan and sufficiently documenting evidence of compliance with this Iowa Code regarding faculty qualifications. At that time, the DE representative(s) will employ the new HLC and state criteria of 18 graduate semester hours in the instructional field for faculty teaching Liberal Arts and Sciences (transfer) courses.

With some note of concern from CCC members regarding these issues, Dr. Burrows confirmed that the accreditation team will work closely with ICCC, upon request, to assist in the development of the plans and review documentation required to resolve the findings issued in this report. They will also peruse the Higher Learning Commission's review of ICCC's December 2016 follow-up report. Representatives of the DE team will conduct a follow-up visit in November 2017 to ensure that the college is in compliance with the faculty qualifications criteria and review the other material requested in this report. The DE accreditation team recommends continued accreditation for ICCC.

A state comprehensive accreditation evaluation is scheduled for FY 2022 (i.e., academic year 2021-2022) that will be conducted in tandem with an OCR-focused equity review, including an ADA compliance review of ICCC's facilities.

**Motion:** Moudy Nabulsi moved and Mike Bearden seconded to move that the CCC recommend that the State Board grant continued accreditation for ICCC. A state comprehensive accreditation evaluation will be conducted in fiscal year 2022.

**Vote:** The motion carried unanimously.

#### **VIII. Iowa Skilled Worker and Job Creation Fund—Barbara Burrows**

Iowa's community colleges collectively spent \$38.9 million on initiatives which build and promote a highly-skilled, highly-competitive workforce in fiscal year (FY) 2016. The programs funded by the Iowa Skilled Worker and Job Creation Fund (skilled worker) and delivered through Iowa's community colleges impacted over 50,000 Iowans in FY 2016. These programs include the Workforce Training and Economic Development (WTED) fund, the Gap Tuition Assistance program the Pathways for Academic, Career, and Employment (PACE) program, and the intermediary networks.

The WTED fund, which provides funding for numerous career-oriented programs, is the largest of the skilled worker programs, accounting for just under \$17 million of the \$38.9 million spent and impacting 25,762 individuals in FY 2016.

**Gap Tuition Assistance Program—Presenter: Mike Williams, Consultant, Bureau of Community Colleges**

The Gap Tuition program was established to provide funding to community colleges for need-based tuition assistance to applicants for completion of non-credit short-term certificate training programs for in-demand occupations. One aspect of eligibility for tuition assistance under this program is financial need. Criteria to be assessed in determining financial need shall include, but is not limited to, the following: 1) the applicant's family income for the twelve months prior to the date of application; 2) the applicant's family size; and 3) the applicant's county of residence.

An applicant must also have a demonstrated capacity to achieve the following outcomes in order to be eligible for tuition assistance: 1) the ability to complete an eligible certificate program; 2) the ability to enter a postsecondary certificate, diploma, or degree program for credit; 3) the ability to gain full-time employment; and 4) the ability to maintain full-time employment over time. Program applicants can be found eligible for partial or total tuition assistance.

Only an applicant eligible to work in the United States shall be approved for tuition assistance under this program. A person will not be approved for tuition assistance for more than one eligible certificate program. Individuals earning incomes at or below 250 percent of the federal poverty level, as defined by the most recently revised poverty income guidelines published by the United States Department of Health and Human Services, shall be eligible to receive assistance under the Gap Tuition Assistance Program [Note: poverty level benchmark increased from 200 percent to 250 percent in fiscal year (FY) 2014.] Mike also shared the following:

- Approximately 286 approved certificate programs were offered.
- A total of 1,097 participants were approved.
- CAN, CDL/Transportation, and Welding were the most utilized programs in FY 2016.
- The allocation for FY 2016 was \$2M (plus \$446,511 in FY 2105 carryforward).

**Pathways for Academic Career and Employment (PACE)—Presenter: Mike Williams, Consultant, Bureau of Community Colleges**

PACE was established to provide funding to community colleges for the development of projects that will lead to gainful, quality, in-state employment for members of target populations by providing them with both effective academic and employment training to ensure gainful employment and customized support services. Individuals included in target

populations are those that meet one or more of the following: 1) are deemed by definition to be low-skilled; 2) earn incomes at or below 250 percent of the federal poverty level; 3) are unemployed; 4) are underemployed; and 5) are dislocated workers. The allocation for FY 2016 was \$5M (plus \$1.3M FY 2105 carryforward).

Projects eligible for funding for PACE shall be those that further the ability of members of target populations to secure gainful, quality employment; that further partnerships linking community colleges to industry and nonprofit organizations; and that further the following program outcomes: 1) Acquire and demonstrate competency in basic skills; 2) Acquire and demonstrate competency in a specified technical field; 3) Complete a specified level of postsecondary education; 4) Earn a national career readiness certificate; 5) Obtain employer-validated credentials; and 6) Secure gainful employment in high-quality local jobs.

Projects should assist in meeting economic and employment goals including, but not limited to: 1) Economic and workforce development requirements in each region served by the community colleges as defined by regional advisory boards established in Iowa Code; and 2) Needs of industry partners in areas including, but not limited to, the fields of information technology, health care, advanced manufacturing, transportation and logistics, and any other industry designated as in-demand by a regional advisory board as established in Iowa Code.

**Statewide Work-Based Intermediary Network—Presenter: Paula Nissen, Consultant, Bureau of Community Colleges (on behalf of Kelli Diemer, Consultant, Bureau of Career and Technical Education)**

Starting in fiscal year (FY) 2014, the Iowa Department of Education is appropriated \$1.45 million annually for the development and implementation of a statewide work-based learning intermediary network. This funding is then awarded on a competitive (grant) basis to 15 regional intermediary networks. State grant funds received by the regional intermediary networks are to be used to develop and expand work-based learning opportunities within each region.

This match can include private donations, in-kind contributions, or public monies. Funds may be used to support personnel responsible for the implementation of the intermediary network program components. The statewide system, consisting of 15 regional intermediary networks, serves the school districts within each region as a one-stop contact point for information on work-based learning opportunities, thus helping to better prepare students to make informed postsecondary and career decisions.

The 15 regional networks prepare students for the workforce by connecting them with the education system, businesses, and the community through relevant, work-based learning activities across all 16 career clusters. The primary goal of the Iowa Intermediary Network program is to align high school students' career interests with appropriate postsecondary educational opportunities, with the long-term result to position these students for successful career attainment.

The Intermediary Network is connecting business and industry, which is a significant undertaking and it is really working. This initiative needs additional funding as it is growing rapidly.

**Workforce Training and Economic Development Fund (WTED) Fiscal Year 2016 Annual Report and Fiscal Year 2017 Annual Plan—Presenter: Paula Nissen, Education Program Outcomes Consultant, Bureau of Community Colleges (ACTION REQUIRED ON THE ANNUAL REPORT AND THE ANNUAL PLAN)**

The Division of Community Colleges and Workforce Preparation is annually required to provide the Council and State Board with: 1) the WTED Fund Annual Progress Report for the previous year; and 2) the WTED Fund Annual Plan for the current/next year. There will be a detailed presentation made to the State Board of Education on January 19<sup>th</sup>.

The Workforce Training and Economic Development (WTED) Fund was established in 2003 as part of the Grow Iowa Values Fund and is currently funded through the Iowa Skilled Worker and Job Creation Fund. This fund has become an important source of financing for community college new program innovation, development, and capacity building, particularly for career and technical education (CTE).

The WTED fund is allocated annually using the community college state general aid distribution formula as provided for in Section 260C.18A of the Iowa Code. The funds may be used to support the following community college activities: 1) career academies; 2) CTE programs; 3) entrepreneurship education and small business assistance; and 4) general training, retraining, and educational initiatives for targeted industries. There are also other programs with separate funding sources which can be supplemented with WTED funds, as follows: a) Accelerated Career Education (ACE) Infrastructure (260G); b) GAP Tuition Assistance Program (260I); c) Iowa Jobs Training (260F); d) National Career Readiness Certification (NCRC); e) National Advanced Manufacturing Certification (NAM); and f) Pathways for Academic Career and Employment (PACE) (260H). Approximately 85 percent of the allocation is spent on advanced manufacturing, information

The WTED Fund requires application of 70 percent of appropriated funds be used to support projects, programs, and initiatives that fall within Iowa's targeted industry clusters defined in statute as advanced manufacturing; information technology and insurance; alternative and renewable energy; and life sciences, which include the areas of biotechnology, health care, and nursing technology. Each community college is required to provide the Iowa Department of Education the opportunity to review and comment on their proposed use of the funds and to provide an ongoing accountability process. Each year, an annual progress report and plan for the next year, outlining the proposed use of the moneys appropriated, are to be submitted to the department by September 30th. Carryover funds must be noted in the annual progress report and annual plan in the appropriate sections with a documented reason for the carryover (e.g. the funds are obligated/committed or planned). The colleges have the flexibility to modify their plans as needed during the year without department approval. Unexpended funds may be carried over to the next fiscal year.

#### **WTED 2016 Annual Progress Report**

**Motion:** Moudy Nabulsi moved and Mike Bearden seconded to move that the CCC recommend that the State Board review and approve the annual progress report as part of the consent agenda.

**Vote:** The motion carried unanimously.

#### **WTED 2017 Annual Plan**

**Motion:** Michael Bearden moved and Mary Ellen Miller seconded to move that the CCC recommend that the State Board review and approve the annual plan as part of the consent agenda.

**Vote:** The motion carried unanimously.

**IX. For the Good of the Order—Mike Knedler**

The meeting was adjourned at 5:09 PM. The next face-to-face meeting will be held on Wednesday, March 29, 2017, 3:30 – 4:45 p.m., at the Department of Education’s ICN Room.